



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
Acting State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF BUSINESS SERVICES

July 1, 2016

OFFICE OF THE ASSISTANT STATE SUPERINTENDENT

POSITION TITLE:	Staff Specialist III – Nonpublic Schools BOOST Program Coordinator
POSITION NUMBER:	224025 (JobAps# 16-005298-0003)
SALARY:	State Salary Grade 18 Salary Range: \$49,899 - \$72,777
LOCATION:	200 West Baltimore Street Baltimore, MD 21201
NATURE OF WORK:	This position will coordinate the Broadening Options and Opportunities for Students Today (BOOST) Program. BOOST provides State-funded scholarships to students who qualify for free or reduced-price meals to attend nonpublic schools. Approximately 260 private and parochial schools are eligible to participate in the program in 2016-2017.
DUTIES AND RESPONSIBILITIES:	Coordinates the development and implementation of program rules and procedures; manages the processes for collecting scholarship applications, notifying students and schools of scholarship awards, and making scholarship payments; provides technical assistance in support of the application process to parents and to participating schools regarding funding, enrollment, and procedural issues; evaluates application data and documentation for completeness and eligibility; refines the application process as necessary; conducts outreach efforts about the program; provides staff support for the seven-member BOOST Advisory Board; evaluates program effectiveness through metrics on outreach, expenditure of funds and other measures; ensures that rules and regulations are followed and appropriate documentation is maintained.
MINIMUM QUALIFICATIONS:	<p><u>EDUCATION:</u> Master's Degree from an accredited four-year college or university; coursework in Accounting, Business Administration, Economics, Finance, or Public Administration is preferred.</p> <p><u>EXPERIENCE:</u> Three years of experience in budget, accounting, or a related business area. Experience with MS Excel and data management software is preferred.</p> <p><u>NOTES:</u></p> <ol style="list-style-type: none">1. Applicants may substitute graduate education in accounting, business administration, economics, finance, political science or public administration at a rate of 30 semester hours for one year of required experience.2. Applicants may substitute additional experience as defined above for the required education at the rate of one year of experience for one year of education, for up to two years of the required education.
ESSENTIAL REQUIREMENTS:	Knowledge of budget and reconciliation procedures; knowledge of financial reporting systems and requirements; skill in using financial management information systems and database management systems; skill in using spreadsheet software; skill in managing and coordinating multiple tasks and complex reporting assignments; ability to exercise sound judgment in researching issues, answering inquiries, and resolving problems; ability to communicate clearly and effectively; ability to establish and maintain effective working relationships.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.com) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Staff Specialist III - Nonpublic Schools BOOST Program Coordinator CTR# 224025 (JobAps# 16-005298-0003)** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and occasional travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open Until Filled